

# **Local School Administrator Scholastic Review Roles, Responsibilities, and Timelines**

## **Recommended Procedures: Prior to the Scholastic Review**

### **Complete:**

- ☐ Contact local newspapers to publicize scheduled review.
- ☐ In collaboration with the school board, prepare school portfolio. In addition, provide the team leader with the following:
  - Facilities map
  - Five Year Comprehensive Education Plan
  - Previously requested staff information sheet
- ☐ Coordinate administration of perception survey with identified stakeholder groups.
- ☐ Schedule school board member and parent interviews.
- ☐ Schedule superintendent/designee interview.
- ☐ Provide the team with a secure on-site work area.
- ☐ Supply the team leader with requested copies of the Five Year Comprehensive Education Plan.
- ☐ Through the local media, notify the school community regarding the upcoming Scholastic Review and provide a process for comments and questions.

## **Recommended Procedures: During the Scholastic Review**

### **Site Visit:**

- ☐ Remain available to assist the review team during time in the school.
- ☐ Meet with team leader for daily debriefing and supply requested evidence needs.
- ☐ Serve as informational liaison between school staff and review team.
- ☐ Schedule time and location for exit review and communicate with staff.

## **Recommended Procedures: Following the Scholastic Review**

### **Receipt of Report/Ongoing:**

- ☐ Following receipt of report, work with school board, the OPI and team leader to determine next steps and incorporation in the Five Year Comprehensive Education Plan.
- ☐ Provide support for staff as they address recommendations and next steps contained in the Scholastic Review report.
- ☐ Serve as liaison with the OPI staff in determining school support needs to be incorporated in the Five Year Comprehensive Education Plan.
- ☐ Work with superintendent and school board in applying for school improvement funds.
- ☐ Maintain ongoing communication with the OPI and team leader.